



County of Los Angeles CHIEF EXECUTIVE OFFICE

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WILLIAM T FUJIOKA
Chief Executive Officer

November 20, 2008

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To: All Department Heads

From: William T Fujioka
Chief Executive Officer

OFF-PEAK DELIVERY POLICY SURVEY

On August 29, 2006, the Board of Supervisors (Board) approved the Off-Peak Delivery of Commodities Board Policy (Policy) to encourage the curtailment of delivery activities at County facilities during early morning and late-afternoon hours as a means of reducing congestion and vehicular emissions during these peak commute periods. The Policy is included as Attachment I to this correspondence for your reference. The focus of the Policy is trips generated in the delivery of commodities. The Policy provides for language to be added to solicitation documents and contract awards requiring vendors to jointly plan with County staff to schedule off-peak deliveries at County facilities.

On December 14, 2006, our Office provided notice to all departments regarding the Policy and we advised required departments to immediately implement the Policy into their solicitation and contracting processes. At that time, we indicated that our Office would survey departments to evaluate the effectiveness and to monitor compliance with the Policy.

In August 2007, we surveyed departments regarding the Policy and the results indicated departments had implemented the Policy, and that the vast majority of our vendors were receptive and had not requested exemption from the Policy. We reported back to the Board in November 2007 with our results and informed the Board we would continue to annually survey departments regarding the Policy.

The Off-Peak Delivery Policy Survey is included as Attachment II to this memorandum. Please instruct the appropriate staff member to complete the Off-Peak Delivery Policy Survey (Survey) for your department and return the **electronic copy** of your Survey in Word format to Vincent Amerson of this Office at vamerson@ceo.lacounty.gov. Surveys are due to our Office by **December 22, 2008**. Please note that we will provide an electronic Word version of the Survey to each department via e-mail to each Departmental Administrative Deputy. We will utilize data gathered from the Surveys to report back to the Board with any additional recommendations or changes to the Policy.

Should you have any questions regarding this memorandum, please contact me, or your staff may contact Mr. Amerson at (213) 974-1168. Thank you for your assistance in this matter.

WTF:ES
MKZ:VLA:pg

Attachments

2008-11 - 11-20-08 Off-Peak Delivery Policy Survey

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Los Angeles County
BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
3.025	Off-Peak Delivery of Commodities	08/29/06

PURPOSE

Establishes County criteria and procedures to be used in encouraging vendors doing business with Los Angeles County to schedule deliveries, pickups, and other required vehicle trips during off-peak hours as a means of reducing congestion and vehicular emissions during morning and afternoon commute periods.

REFERENCE

October 25, 2005, Board Order 10

August 29, 2006, Board Order 20

POLICY

It is the policy of the Board of Supervisors that County departments promote off-peak deliveries and pickup of all commodities by County vendors between the hours of 9:00 a.m. and 3:30 p.m., Monday through Friday, during regularly scheduled County business days. The purpose of this policy shall be to reduce vehicle trips and vehicle emissions during the morning and afternoon commute periods. For purposes of this Board Policy, the trip shall be deemed to be compliant if the actual time of delivery provides for arrival at the County facility or location on or after 9:00 a.m. and the delivery or pickup is initiated at the County facility or location on or before 3:30 p.m.

I. Solicitation Documents/Contract Awards

The Internal Services Department (ISD) shall include language in solicitation documents for the acquisition of commodities, as appropriate, that acknowledges the Off-Peak Delivery of Commodities Board Policy. Subsequent contract awards

for commodities shall include language that requires each vendor, unless otherwise instructed by authorized County department personnel, to confer with County departments to schedule, as appropriate, regularly planned trips to County facilities and locations between the hours of 9:00 a.m. and 3:30 p.m., Monday through Friday. County departments shall be responsible for determining the need to include similar language in agreements utilizing the department's delegated authority for services that contemplate regular deliveries to County facilities.

II. County Department Responsibilities – Delivery and Pickup Scheduling

County departments shall promote the Off-Peak Delivery of Commodities Board Policy by ensuring that vendors comply with mutually agreed upon schedules related to off-peak deliveries and pickups. Departments, as needed, shall advise ISD of any ongoing violations of any specific terms related to off-peak deliveries that are included in contract awards.

County departments co-located at facilities that are serviced by the same vendor shall make every effort to coordinate off-peak deliveries and pickups between the vendor and other County departments at the facility.

Emergency, special orders, and other non-conforming deliveries and pickups specifically requested by County departments **shall not** constitute a violation of the Board Policy. In addition, circumstances documented by the vendor to the satisfaction of the affected County department that are outside of the control of the vendor that preclude adherence to the Board Policy **shall not** constitute a violation of the Board Policy.

If circumstances related to department operations preclude regularly scheduled deliveries between the hours of 9:00 a.m. and 3:30 p.m., Monday through Friday, the department shall notify the vendor of any exception(s) allowable under the Board Policy. If such circumstances are permanent in nature, the department shall notify the Chief Administrative Office and ISD of their intent to exclude the affected contract(s) and/or commodities from the provisions of the Board Policy.

County departments doing business with non-commodity related vendors that schedule regular trips to County facilities shall, to the extent feasible and appropriate, encourage such vendors to schedule such trips to their facilities between the hours of 9:00 a.m. and 3:30 p.m., Monday through Friday, during regularly scheduled business days.

RESPONSIBLE DEPARTMENT

The Chief Administrative Office shall provide oversight for the Off-Peak Delivery of

Commodities Board Policy. The Chief Administrative Office shall coordinate the implementation of the Board Policy with the Internal Services Department and other affected County departments to ensure effective operation of the program.

DATE ISSUED/SUNSET DATE

Issue Date: August 29, 2006

Sunset Review Date: June 30, 2010

OFF-PEAK DELIVERY POLICY SURVEY

	SURVEY QUESTIONS	Yes (✓)	No (✓)
1.	Have you added the required Policy language to your solicitations and contracts as required?		
	If not, please explain:		
2.	Have vendors been receptive to the Policy?		
3.	Have you received any requests from vendors for exceptions to the Policy?		
4.	Have you experienced difficulties in monitoring compliance with the Policy?		
5.	For departments co-located at facilities that are serviced by the same vendor, have you coordinated planned deliveries at shared facilities?		
6.	Have you seen a reduction in your peak period deliveries?		
	If so, please provide an estimate as to how much.		
7.	Do you believe the Policy has been effective?		
8.	Please provide your recommendations to improve the Policy.		

Please e-mail the completed survey to the attention of:

Vincent Amerson, Chief Executive Office
E-mail: vamerson@ceo.lacounty.gov